

**U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES**

Phoenix Indian Medical Center  
Office of Human Resources  
1616 E. Indian School Rd, Suite 360  
Phoenix, AZ 85016

---

*Preference in filling vacancies is given to qualified Native American Indian Candidates or Alaska Natives in accordance with the INDIAN PREFERENCE ACT, TITLE 25, US CODE, SECTION 472 & 473. In other than the above, the Indian Health Service is an Equal Opportunity Employer.*

---

<b>ANNOUNCEMENT NUMBER:</b>	<b>OPENING DATE:</b>	<b>CLOSING DATE:</b>
SWR-06-0167	12/16/2005	01/03/2006

---

**POSITION TITLE/SERIES/GRADE:** ADMINISTRATIVE SUPPORT ASSISTANT (OA), GS-303-07

**STARTING SALARY:** GS-07 - \$34,149.00 - \$44,395.00 PER ANNUM

**PROMOTION POTENTIAL:** None

**SUPERVISORY/MANAGERIAL:** No

**RELOCATION EXPENSES:** May be paid

**NUMBER OF VACANCY:** (1) ONE VACANCY

**APPOINTMENT/WORK SCHEDULE:** Permanent, Full-Time

**AREA OF CONSIDERATION:** Indian Health Service Wide

**DUTY LOCATIONS:** PHOENIX INDIAN MEDICAL CENTER, DIVISION OF ADMIN AND FISCAL SERVICES

---

**JOB DESCRIPTION:** This position is located in the Office of the Associate Director, Clinical Services, Phoenix Indian Medical Center. Works with executive staff and department leadership in the coordination of programs and projects. Independently performs a variety of the following administrative support functions in budget, project management and HR activities: Organizes, maintains, and reports department fiscal and records, preparing contract receiving reports. Tracks training for the staff; tracks employees training records, maintains records of classified position descriptions and secondary personnel files for ready reference by the supervisor and leadership. Prepares consolidated reporting for multiple Clinical Services Department. The incumbent gathers, tracks, monitors, and accesses data utilized in the updating of records and ledgers. Coordinates and prepares Memoranda of Understanding, Blanket Purchase Agreements (BPA's) and Personal Services Contracts (PCS's) for medical services. Performs all other duties as assigned.

---

**WHO MAY APPLY:** Federal employment status is not required. U.S. citizenship is required.

- Excepted Service Examining Plan Candidates (ESEP) – Individuals entitled to Indian Preference who wish to be considered for excepted appointment in IHS, under authority of 5 CFR, Part 213, Schedule A 213.3116(B)(8).
- Merit Promotion Plan Candidates (MPP) – Current permanent competitive Federal status employees, reinstatement eligible, and current IHS Indian Preference individuals and/or individuals who are eligible for excepted appointment in IHS under some other authority (e.g., handicapped authority, etc).
- Veteran's Preference - Preference eligible veterans who have been separated from the armed forces under honorable conditions after 3 years or more of continuous active service may apply.

**Indian Preference applicants must indicate on their applications whether they are applying under the MPP, ESEP, or both. If not indicated, they will be considered under the MPP.**

Qualified disabled applicants (Rehabilitation Act of 1973) and disabled veterans with 30% or more disability are encouraged to apply. Reasonable accommodations will be made for qualified applicants with disabilities, except when doing so would impose undue hardship on the Indian Health Service.

---

#### **CONDITIONS OF EMPLOYMENT:**

1. Selectee(s) are required to be immunized against Measles and Rubella and provide documentation prior to or at the time of their start date. Special consideration may be allowed to individuals who are allergic to a component of the vaccine or are currently pregnant. Selectee must have documented immunity to Rubella and Measles.
  2. Selectee(s) are required to complete Security questionnaire and fingerprint chart for investigative purposes under PL 101-630 Indian Child Protection and Family Violence Prevention Act. Persons, who have been arrested for or charged with a crime involving a child, or violent crime against a person, are not eligible for employment with IHS under PL 101-630.
  3. Selectee(s) are required to complete a "Declaration of Federal Employment – Optional Form 306" to determine your suitability for Federal Employment, and to certify the accuracy of all the information in your application. Persons making false statements in any part of the application may not be hired; or fired after employment starts; or may be fined.
  4. Males born after December 31, 1959 are required to be registered with the Selective Service System in order to be eligible for employment with the Federal Government.
  5. Selectee(s) are required to have a viable bank account at a financial institution for electronic direct deposit of salary payment.
  6. Some service units operate under extended service hours 7 days per week.
- 

#### **QUALIFICATION REQUIREMENTS:**

**Basic Requirement:** None

Grade	EDUCATION**	AND/OR	EXPERIENCE
GS-07	Generally, not applicable		1 year specialized experience equivalent to at least next lower grade level.

**\*\*Transcripts must be provided if you substitute education for experience.**

**Licensure:** None

Statement of Proficiency in Typing.

**Proficiency Requirement:** If you are applying for an Office Automation Clerk, an Assistant position, or any position with the parenthetical title of (Office Automation), you must possess typing proficiency of 40 words per minute. Applicants may meet this requirement by passing an appropriate performance typing test, presenting a certificate of proficiency from a school or other organization authorized to issue such certificates, or by self-certifying their proficiency. Performance test results and certificates of proficiency are acceptable for 3 years. Agencies may verify proficiency skills of self-certified applicants by administering the appropriate performance test.

In addition to meeting the basic entry qualification requirements, applicants must have specialized experience and/or directly related education.

**Specialized Experience:** Experience that equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position, and that is typically in or related to the work of the position to be filled. To be creditable, specialized experience must have been equivalent to at least the next lower grade level in the normal line of progression for the occupation in the organization.

**Examples of Specialized Experience:** For the GS-7 level must have the knowledge and skill in managing and maintaining office activities and completing internal office management projects and independently coordinating the work of the office with producing special, urgent, time-sensitive activities. Performs a wide range of administrative support functions for the division.

---

**Selective Placement Factor:** None

---

**TIME IN GRADE:** Candidates must have completed at least one year of service in a position no more than one grade lower than the position to be filled. (If selected under the Excepted Service Examining Plan, such individuals may be appointed under Schedule A authority without regard to Time-In-Grade requirements.)

---

**LEGAL AND REGULATORY REQUIREMENTS:** Candidates must meet time-after competitive appointment, time-in-grade, and qualification requirements within 30 calendar days after the closing date of the vacancy announcement.

---

**METHODS OF EVALUATION:** Evaluation is made on the basis of appropriate education, experience, performance appraisals, training, self-development, outside activities and special awards. Experience related to tribal involvement and to Indian community projects will also be evaluated. Applicants will also be evaluated on the following ranking factors, i.e., Knowledge, Skills, and Abilities (KSA's)

If found qualified, your score will range from 70-100 points (not including points that may be assigned for Veteran's Preference) and will be based on your responses to the questions and information stated in your application. Please follow all instructions carefully as errors and omissions may affect your score. Your score is critical for you being referred for the job. You will be deemed well qualified if you score 85 and above.

---

**KNOWLEDGE, SKILLS, AND ABILITIES (KSA):** On a separate sheet of paper, discuss how you performed (or have potential to develop) the particular knowledge, skill, or abilities listed below. (Failure to submit written responses as part of your application may result in an ineligible rating.)

**KSA's for Administrative Support Assistant (OA), GS-303-7:**

1. Describe your knowledge and skill to coordinate the work of the office with other offices including advising secretaries/clerical staff in subordinate offices on new procedures or regulations, producing special, urgent time-sensitive activities; tracking logs; disseminating information; preparing meeting agendas; advertising meetings; producing appropriate correspondence; keeping appropriate minutes; coordinating supporting documentation; and maintaining ongoing records and disseminating information as required.
  2. What in your experience describes your knowledge of grammar, spelling, punctuation and required formats to recognize and correct such errors in correspondence and reports.
  3. What in your experience describes your knowledge of office automation, electronic systems, typical types of software used, to provide general clerical office support. Specifically, those dealing with; travel documents, travel orders, travel vouchers, training requisitions, general requisitions, purchase orders, contracts, personal service contracts, receiving reports, and government credit card purchases, monitoring and managing schedules, appointments, final commitments, and arrangements.
  4. What in your experience demonstrates your knowledge and skill communicating effectively in writing and orally with diverse groups and situations..
- 

**HOW TO APPLY/REQUIRED FORMS:**

- 1) Applicants may use one of the following to apply:
  - (01) OF-612 Optional Application for Federal Employment **OR**
  - (02) Resume (see requirements in **Attachment A**).
- 2) If claiming Indian Preference, BIA 4432 "Verification of Indian Preference for Employment in BIA and IHS".
- 3) If claiming Veteran's Preference, copy of DD-214 Form, and SF-15 if claiming 10 point Veteran's Preference.
- 4) Copy of latest Personnel Action (SF-50), if a current or former employee, and/or if requesting Reinstatement Eligibility.
- 5) Copy of the most recent performance appraisal, if a current Federal employee.
- 6) Copies of college transcripts. Education will not be given credit without them. To claim credit or if you are substituting education for experience, you are required to provide evidence of the education by providing a copy of your official transcripts. No credit will be given without your transcripts.
- 7) Copy of current unrestricted Medical License, if applicable.
- 8) Addendum to Declaration for Federal Employment (OF 306) form (Child Care & Indian Child Care Worker Positions - PL 101-630 Questionnaire)
- 9) Completed Selective Service Registration Form
- 10) Written Responses to the Knowledge, Skills, and Abilities (KSA) *see vacancy announcement* (OPTIONAL ~ failure to submit may result in an ineligible rating or substantially lower score).
- 11) If applicable, written responses to the Selective Placement Factor. In order to be considered you are required to provide a written narrative for each selective placement factor. *see vacancy announcement*
- 12) If applicable, Commissioned Corps Officer:
  - (01) Latest COER and
  - (02) Current Billet Description and
  - (03) BIA FORM 4432 if claiming Indian Preference.

**Application and required forms identified by this announcement number must be submitted to the address below:**

**ATTN: (SWR-06-0167)**

**Office of Human Resources**

**Phoenix Indian Medical Center**

**1616 E. Indian School Rd, Suite 360E**

**Phoenix, AZ 85016**

**Phone:** (602) 248-4180

**Fax:** (602) 248-4182

**Faxed applications will be accepted up to 11:59 pm, Arizona Time, of the closing date of this announcement. Mailed or hand carried applications must be received by 4:30 pm on the closing date of this announcement. It is your responsibility to assure that your application package is complete.**

All submitted materials are subject to retention by this office. You should duplicate and retain copies, since requests for copies will not be honored. Additional information regarding Federal job openings can be obtained at [www.opm.gov](http://www.opm.gov), or at USAJOBS [www.usajobs.opm.gov](http://www.usajobs.opm.gov) or check the IHS Website at [www.ihs.gov](http://www.ihs.gov). All documents are subject to the provision of the Privacy Act (PL 93-579) and become the property of Department of Health and Human Services (DHHS).

**Additional selections of candidates may be possible within 90 days from the date the certificate of eligible is issued for this announcement, for filing additional or similar positions.**

Human Resource Specialist: Call 602-248-4180 to contact a Human Resources Specialist Date: 12/16/2005

## ATTACHMENT A

### HOW TO APPLY:

Choose one of the following forms to apply for this job. Please submit one application or resume for each different job.			
<b>Optional Application for Federal Employment</b> (form number OF-612)	<b>Application for Federal Employment</b> (form number SF-171)	<b>Resume or Other written application format</b>	
<p>***If your resume or application does not provide all the information we request, you may lose consideration for a job. Persons who submit incomplete applications will be given credit ONLY for the information they provide and may not, therefore, receive full credit for their veteran preference determination, Indian preference, education, training and/or experience.</p> <p>Your resume or other application format <b>MUST</b> contain the following information and those cited in the <b>How To Apply/Required Forms</b> In the <b>Vacancy Announcement</b>:</p>			
<p><b>JOB INFORMATION</b></p> <p><input type="checkbox"/> Announcement number, title, and grade(s) of the job for which you are applying</p>			
<p><b>PERSONAL INFORMATION</b></p>			
<p><input type="checkbox"/> Full name, mailing address (with zip codes), day and evening phone numbers (include area codes),</p> <p><input type="checkbox"/> Social Security Number</p> <p><input type="checkbox"/> Country of citizenship</p>			
<p><b>EDUCATION</b></p> <p><input type="checkbox"/> High School (name, city, and state) and date of diploma or GED</p> <p><input type="checkbox"/> College and/or universities (name, city, and state, major, type and year of degrees received)</p> <p><input type="checkbox"/> Copies of college transcripts. (if required in vacancy announcement)</p>			
<p><b>WORK EXPERIENCE</b></p>			
<p>Give the following for you're paid and non-paid work experience related to the job for which you are applying:</p> <p><input type="checkbox"/> Job title (if Federal, please indicate series and grade)</p> <p><input type="checkbox"/> Duties and accomplishments</p> <p><input type="checkbox"/> Employer's name and address</p> <p><input type="checkbox"/> Supervisor's name and phone number</p> <p><input type="checkbox"/> Starting and ending dates (month and year)</p> <p><input type="checkbox"/> Hours per week</p> <p><input type="checkbox"/> Salary</p> <p><input type="checkbox"/> Indicate if we may contact your current supervisor</p>			
<p><b>OTHER QUALIFICATIONS</b></p> <p><i>Give dates but do not send documents unless requested in the vacancy announcement:</i></p> <p><input type="checkbox"/> Job related training courses (title and year)</p> <p><input type="checkbox"/> Job related skills, for example, other languages, computer software/hardware, tools, machinery, typing speed</p> <p><input type="checkbox"/> Job related certificates and licenses (if you are a licensed medical professional, submit copy of license to practice)</p> <p><input type="checkbox"/> Honors, awards, and special accomplishments, for example, publications, memberships, in professional or honor societies, leadership activities, public speaking, and performance awards.</p> <p><input type="checkbox"/> Addendum to Declaration for Federal Employment (OF 306) form (Child Care &amp; Indian Child Care Worker Positions) <a href="http://www.ihs.gov/JobCareerDevelop/CareerCenter/Vacancy/forms/child_protection_2004.doc">http://www.ihs.gov/JobCareerDevelop/CareerCenter/Vacancy/forms/child_protection_2004.doc</a></p> <p><input type="checkbox"/> <b>KSA Ranking Factors (see vacancy announcement)</b></p> <p><input type="checkbox"/> <b>If applicable-Selective Placement Factor must be addressed separately (see vacancy announcement)</b></p>			
<p>Submit the following documents along with your chosen application format if you are in one of the following categories:</p>			
<b>COMMISSIONED OFFICER</b>	<b>INDIAN PREFERENCE</b>	<b>VETERAN PREFERENCE</b>	<b>FEDERAL EMPLOYEE</b> (current, former or displaced)
-- Current Billet description -- Most recent "Commissioned Officers Effectiveness Report"	-- Verification of Indian Preference for Employment, Bureau of Indian Affairs (BIA) Form 4432 -- Current IHS Phoenix Area employees may state that proof of Indian preference is on file in the Official Personnel Folder  <p style="text-align: center;"><i><b>Preference will not be given unless a copy of the 4432 is attached to the application.</b></i></p>	-- Certificates of Release or discharge from Active Duty, VA form DD-214, and/or Application for 10 point Veteran Preference, Form SF-15 -- To receive preference if your service began October 15, 1976, you must have a Campaign Badge, Expeditionary Medal, or a service connected disability.  <p style="text-align: center;"><i>Preference will not be given unless a copy of the DD-214 (with appropriate dates) is attached to the application.</i></p>	-- Notification of Personnel Action, SF-50. -- Most recent performance rating (optional)  <p style="text-align: center;"><i>Priority consideration will not be given to DISPLACED FEDERAL EMPLOYEES, unless a copy of the appropriate documentation such as a RIF separation letter, a letter from OPM or your agency documentation showing your priority consideration status is attached to the application.</i></p>

## **HOW TO APPLY (continued):**

**Veteran's Preference:** Veterans who are preference eligible candidates or who have been separated from the armed forces under honorable conditions after 3 years or more of continuous active service, may apply.

**Commissioned Corps Officers:** PHS Commissioned Corps Officers are invited to apply for applicable professional positions for which qualified. The USPHS Commissioned Corps Officers who wish to apply for this vacancy announcement must submit a resume and meet the same experience and training requirements for positions as Civil Service applicants as provided by Indian Health Manual, Part 7, Chapter 3, **and all other documents specified in this announcement including KSA's, transcripts, registration, etc.**

## ATTACHMENT B

1. You may be eligible for special selection priority consideration under the Career Transition Assistant Program (CTAP) if you are a current career or career-conditional (tenure group I or II) employee of the DHHS Agency at the GS-15 grade level or below or equivalent, and who has received a specific RIF separation notice or a Certificate of Expected Separation indication your job is surplus, or notice of removal for declining a directed reassignment or transfer of function outside the local commuting area. To qualify for special selection priority consideration under CTAP you **MUST** also meet the criteria shown in paragraph 3 below.
2. You may be eligible for special selection priority consideration under the Interagency Career Transition Assistance Program (ICTAP) if you are a current or former career-conditional (tenure group I or II) employee of any agency in the competitive service at the GS-15 grade level or below or equivalent, who has received a specific RIF separation notice or a notice of proposed removal for declining a directed reassignment or transfer of function outside the local commuting area. You may also be eligible if you were separated because of a compensable injury and your compensation has been terminated; or you retired with a disability and your disability annuity has been or is being terminated; or you were in receipt of a RIF separation notice and retired on the effective date of the RIF or under discontinued service; or you are a former Military Reserve Technician or National Guard Technician who is receiving a special disability retirement annuity from OPM. To qualify for special selection priority consideration under ICTAP you **MUST** also meet the criteria shown in paragraph 3 below.
3. To qualify for special selection priority consideration under CTAP or ICTAP for this vacancy, you **MUST** also meet **ALL** of the following:
  - a) Have a current or last performance rating of record of at least fully successful or equivalent. A copy **MUST** be submitted with your application package. (Note: this requirement does not apply to candidates who are eligible due to compensable injury or disability retirement).
  - b) Be applying for a position at or below the grade level from which you will be, or have been separated, and which does not have a greater promotion potential than the position from which you will be, or have been separated.
  - c) Occupy or be displaced from a position in the same local commuting area of the position for which you are requesting priority consideration.
  - d) File your application by the vacancy announcement closing date and meet all the applicable criteria. Your application **MUST** include **ALL** documents that support your claim of eligibility for priority consideration - RIF separation notice, or notice of proposed removal for declining a directed reassignment or transfer of function to another commuting area; SF-50 Notification of Personnel Action, showing that they were separated as a result of RIF, or declining a transfer of function or directed reassignment to another area; official certification from an agency stating that it cannot place an individual whose injury compensation has been or is being terminated; or official notification from the Military Department or National Guard Bureau that the employee has retired under 5 USC 8337(h) Or 8456.
  - e) Be rated “well-qualified” for the position. Well-qualified employees are eligible displaced Federal employees who meet the qualification and eligibility requirements for the position (including any selective factors) and possess the knowledge, skills, and abilities (KSA, i.e. competencies) to satisfactorily perform the duties of the position upon entry. Under IHS merit promotion procedures, to be determined “best-qualified” employees will be rated and ranked against established competencies unique to the position. The standard cutoff score of 85 will be used.

# STATEMENT OF PROFICIENCY IN TYPING

The following statement of proficiency in typing will be accepted in lieu of a certificate of proficiency issued by an educational institution or other approved organization.

Applicant should refer to the examination announcement for alternative ways of meeting the qualification requirement for typing.

\_\_\_\_\_ I certify that I can type 40 words per minute or more.  
(*Words per minute are based on a 5 minute sample with 3 or fewer errors.*)

\_\_\_\_\_ Properly lay out and space correspondence and other documents of similar complexity.

\_\_\_\_\_ Identify basic grammatical errors and correct spelling and punctuation.

**NOTE: A certification statement must be signed and dated for each specific vacancy announcement.**

I understand that my inability to perform as certified may constitute for termination of employment or removal from the appropriate Civil Service Register.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date